DOCUMENT RESUME

ED 109 108 SP 009 357

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TITLE League Constitution and Bylaws for Girls' Interscholastic Programs (Suggested Guide).
INSTITUTION American Alliance for Health, Physical Education, and Recreation, Washington, D.C. National Association for Girls and Women in Sport.
PUB DATE 75
NOTE 61p.
AVAILABLE FROM American Alliance for Health, Physical Education, and Recreation, Publications-Sales, 1201 Sixteenth Street, N.W., Washington, D.C. 20036

EDRS PRICE MF-$0.76 PLUS POSTAGE. HC Not Available from EDRS.
DESCRIPTORS Archery; *Athletic Programs; Athletics; *Guidelines; Physical Education; Swimming; Tennis; *Womens Athletics

ABSTRACT

This guide was developed to assist with the problems of organization and administration of girls' interscholastic sports programs. Guidelines are presented for the following: (a) a statement of basic principles, (b) a constitution, (c) league bylaws, (d) operating codes, (e) conduct of contests, (f) archery, (g) badminton, (h) basketball, (i) bowling, (j) fencing, (k) field hockey, (l) golf, (m) gymnastics, (n) softball, (o) swimming and diving, (p) tennis, (q) track and field, and (r) volleyball. An appendix consisting of emergency information and procedures, and sample forms for consent for treatment and classroom rosters are included. (JS)

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LEAGUE CONSTITUTION AND BYLAWS FOR

GIRLS' INTERSCHOLASTIC PROGRAMS

(SUGGESTED GUIDE)

Mary Ann Turner

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PREFACE

The question, "Should we have competition for girls?" has been answered by a resounding "yes" that has echoed across this land. Now those responsible for such programs are faced with the nitty-gritty problems of organization and administration of the programs. It is hoped that this book might provide direction to those who are developing leagues for girls' interscholastic competition.

I should like to express my appreciation to the 1973-1974 California Girls' and Women's Sports Competition committee and its chairperson for encouraging me to develop this material and to Sandra Trigg for her penetrating comments and suggestions.

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PREFACE

- General statement covering the purpose of the constitution and bylaws.

INTRODUCTION

- Statement of league's composition by schools, including administrative title of the individual representing each school on the central administrative body

- General statement on adherence to NAGWS policies, game rules and standards

- Statement on ultimate goals of interscholastic competition: fair play, good sportsmanship, etc.

- Identification of abbreviations which may be used later in the material, such as NAGWS--National Association for Girls and Women in Sport

STATEMENT OF BASIC PRINCIPLES

(Example)

The administration and faculty associated with the program of interscholastic sports for girls of the _____ League subscribe to the following basic principles:

Those involved in girls sports shall realize that an athletic contest is a game--not a matter of life or death for anyone.

The girl's general health and safety shall always be of prime importance.

(Additional principles should be stated based upon the beliefs of those involved.)

CONSTITUTION

(Example)

NAME OF THE LEAGUE

Southern Suburban League

REPRESENTATION ON THE EXECUTIVE BOARD

Each school shall be represented by a person responsible for the interscholastic program in each member school. This representative may be titled the Girls' Athletic Director.

LEADERSHIP

- Determine the manner in which the chairman, secretary and other needed officers are selected and the length of office for each.
- Delineate the duties for each officer.
- Establish necessary committees, committee members and their duties.

MEETINGS

- In general terms, state the meeting dates of the executive board and committees.

REPRESENTATION TO OUTSIDE GROUPS

- State who represents this league to outside groups such as the state regulatory agency, boards of education and others.

PROTESTS

- Determine the specific procedures for protests and appeals on protests.
- State the appropriate procedures for protests filed by school principals.
- State the procedures for considering protests and reporting decisions.

MAJORITY

- Determine what shall constitute a majority vote.

FINANCES

- Determine the amount of money to be paid to the league for general operation expenses.

- State the general areas of expenditures and amount to be spent on awards.

BYLAWS OF THE SOUTHERN SUBURBAN LEAGUE

PART I - CODE OF RESPONSIBILITY

ARTICLE I - PRIMARY RESPONSIBILITY OF THE SCHOOL PRINCIPAL

- Develop several Sections that state these general responsibilities.

(The state regulatory agency should provide some information.)

ARTICLE II - GENERAL RESPONSIBILITIES OF THE GIRLS' ATHLETIC DIRECTOR

(Examples)

Section 1. The Girls' Athletic Director is charged with the responsibility and authority for administration of all aspects of the interscholastic program for girls in accordance with school, state, NAGWS, and league bylaws and standards.

Section 2. The director shall coordinate scheduling of the entire athletic program and the assignment and supervision of coaches.

Section 3. The director shall represent the school at all league meetings unless a representative is designated.

Section 4. The director shall, after consultation with the coaches, develop the budget for the program and present same for approval as specified by each school.

Section 5. The director shall be responsible for disbursement of funds for the girls' interscholastic program.

Section 6. The director shall coordinate the health and insurance aspects associated with the program in cooperation with the coaches, team physicians, designated emergency hospital and emergency ambulance service. (See Appendix for further information for forms.)

Section 7. The director shall secure team rosters from the coaches and disseminate them to appropriate individuals.

Section 8. The director shall develop a policies and procedures handbook for the conduct of the girls' interscholastic program in his/her school.

Section 9. The director shall arrange for transportation, lodging, food and similar needs of the official party representing his/her school.

Section 10. The director shall reserve all facilities used for home contests.

Section 11. The director shall develop a worksheet that delineates all types of jobs which must be completed prior to a home contest.

Section 12. The director shall be responsible for forwarding completed eligibility lists, contracts and Memoranda of Agreement forms to participating schools.

ARTICLE III - GENERAL RESPONSIBILITIES OF COACHES

(Examples)

Section 1. A coach should study the bylaws of this league and the state regulatory agency.

Section 2. The coach has the responsibility of establishing good sportsmanship and, therefore, must be a good example to the players.

Section 3. The coach should not display any form of disrespect toward decisions made by officials during the game.

Section 4. The coach should not go on the field or playing area during a game except with the permission of an official.

Section 5. The coach of each sport must be positive that each player has passed the medical examination before being issued any equipment or permitted to participate in a practice session.

Section 6. The coach should not permit a girl to participate if she is ill or injured.

Section 7. Each coach is responsible for insuring that his/her players are eligible for competition.

Section 8. The coach at the host school shall provide street size lockers for the members of the visiting team and proper amenities for the officials.

Section 9. Each coach is responsible for his/her players wearing safety glasses and other safety equipment where applicable and being properly attired for competition.

Section 10. The coach of each sport must prepare accurate travel lists and have same filed with the athletic director and other designated school officials.

Section 11. The visiting coach should make every effort to be on time to a scheduled contest.

Section 12. The visiting coach should assume responsibility for his/her players' conduct before, during and after the contest.

PART II - OPERATIONAL PROCEDURES

ARTICLE I - EXECUTIVE BOARD

(Examples)

Section 1. The Executive Board shall meet when needed to transact the official business of the league as provided in the constitution of the league.

Section 2. The chairmanship of this group shall be rotated annually among the athletic directors according to an established rotation. At no time shall a person new to his/her position as athletic director serve as chairman the first year. Leadership would be assumed by the next school in the rotation plan as stated in the constitution.

Section 3. As stated in the constitution, the position of secretary shall be rotated among the membership, with the next chairman serving as secretary the year prior to assuming the chairmanship.

Section 4. The chairman or his/her designate shall preside at all meetings of the executive board.

Section 5. The secretary shall compile the minutes of the meeting, have them duplicated and send copies to each member school's girls' athletic director and other appropriate school administrators as determined by the board.

Section 6. The committees constituted by the board and named in this constitution shall perform all duties and functions specified.

Section 7. The executive board must receive all proposals from the various committees for consideration and appropriate action.

Section 8. The executive board shall sanction all schedules for any sport authorized by the league.

Section 9. Individuals who are not members of the board may attend executive board meetings only upon official invitation by a majority vote of the board members.

ARTICLE II - SCHEDULES

(Examples)

Section 1. The girls' athletic director of each school shall schedule contests for each sport sanctioned by the league in which his/her school is competing.

Section 2. The official schedules of each school shall be construed as contracts and carry the same binding obligations as the state regulatory agency contracts. However, a school may cancel a season's contract within 10 days from the beginning of the season.

Section 3. Schools may change the date of a contest by mutual consent and approval of the athletic directors. A contest may be postponed by mutual agreement of the athletic directors because of severe weather conditions or other emergencies. Postponed contests shall be rescheduled according to regulations established for a specific sport or, if none established, at the earliest date possible and practicable.

ARTICLE III - ELIGIBILITY

(Examples)

Section 1. Eligibility must be certified under the state regulatory agency rules.

Section 2. No girl may change levels in team play during a league meet or any competition held during one day.

Section 3. A girl is eligible for one interscholastic sport during a season.

ARTICLE IV - LIMITATION OF SEASONS AND PRACTICES

(Examples)

Section 1. Schedule Limitations:

a. There will be a maximum of 10 contests, plus district competition in all interscholastic sports.

b. Sports will be grouped as follows:

1. Badminton, basketball, field hockey, softball, tennis and volleyball.

There will be a maximum of 8 dual meets.

2. Archery, bowling, fencing, golf, gymnastics, swimming and track and field.

There will be a maximum of:

6 dual, 1 tri and 1 quad meets
8 dual meets
7 dual and 1 quad meets
7 dual and 1 tri meets
6 dual and 2 tri meets

There shall be no more than 1 quad meet or 2 tri meets.

c. An additional league or championship meet may be held in all interscholastic sports.

d. One additional interleague invitational may be held in all interscholastic sports.

Section 2. Limitation of Seasons:

The executive board approved the following limitations of seasons for all girls' competitive activities:

a. Archery - Monday before Labor Day through first Saturday in November (before school starts, may have one practice per day only)

b. Badminton - first Monday after first Saturday of February through third Saturday in April

c. Basketball - first Monday after first Saturday of February through third Saturday in April

d. Bowling - first Monday after first Saturday of November through first Saturday of February

e. Fencing - first Monday after first Saturday of November through first Saturday of February

f. Field Hockey - Monday before Labor Day through first Saturday in November (before school starts, may have one practice per day only)

g. Golf - Monday before Labor Day through first Saturday in November (before school starts, may have one practice per day only)

h. Performance Activities - first school day through last school day

   1. Gymnastics - team selection and competition first Monday after first Saturday of October through third Saturday of May

   2. Synchronized Swim - team selection and competition first Monday of March through first Saturday in June

i. Softball - third Monday of March through first Saturday in June

j. Swimming - Monday before Labor Day through third Saturday in November (before school starts, may have one practice per day only)

k. Tennis - first Monday of March through first Saturday in June

l. Track and Field - first Monday of March through first Saturday in June

m. Volleyball - first Monday after first Saturday of November through first Saturday of February.

Section 3. Limitation of Team Practices

a. No girl may participate in more than 2 1/2 hours of coached practice sessions a day.

b. No team in any sport shall have more than five practices per week. This includes vacation periods.

c. Mandatory practices cannot be called during vacations or holidays.

d. The number of mandatory practices before a contest shall be governed by the state regulatory agency.

e. A team member must attend at least three team practices before competing in the first contest.

ARTICLE V - CHAMPIONSHIPS

(Examples)

The ultimate goals of interscholastic competition should be development of fair play, good sportsmanship, team cooperation, reliability, the will and desire to practice to become as skilled as possible and to derive a healthy pleasure from participation. If these benefits cease to exist and winning alone becomes the desired goal, interscholastic competition should be eliminated from the program.

Section 1. The league executive board shall recommend division and/or league champions. Championships shall be recognized only at the varsity level of competition.

Section 2. Management of League Meets

The girls' athletic director and sport coach of the host school, working with the principal and the chairman of girls' physical education, are responsible for the organization and operation of a championship meet.

Section 3. Responsibility for League Meet

a. The participating schools will assume the financial responsibilities of a league meet for interscholastic sports.

b. A set rotation for each activity will be published and schools must assume their proper rotation in hosting a league meet

or hold it elsewhere. An alternate site must be included in the league schedule or approved by the league executive board.

Section 4. In computing championships, tie contests count as one-half contest won and one-half contest lost.

Section 5. Championships shall be computed for league-authorized inter-scholastic sports as follows:

GROUP I

Badminton Gymnastics Swimming Tennis	League championships will be determined by contests won and lost within the league.

GROUP II

Basketball Softball Volleyball	League championships shall be determined at a league meet consisting of an elimination tournament including the top four teams from the league.

GROUP III

Archery Bowling Fencing Golf Track and Field	League championship shall be determined by a combination of season dual meets and league championship meet.

GROUP IV

Field Hockey	League championship shall be determined by a combination of season dual meets and league championship meet.

ARTICLE VI - OFFICIALS

(Examples)

Section 1. Selection

a. Officials for all contests should be selected from the current listing of officials registered with the local officiating board.

Those listed are the only officials who may be paid to officiate girls' interscholastic contests.

b. If officials for a contest are unavailable, the two member schools shall agree to a substitute. If only one official or no officials are available, the game will be played and the coaches may have to officiate.

c. The host school shall select and pay the officials for all contests including the league championship meet.

d. Contracted officials shall not be from the two schools involved unless by mutual consent of the coaches.

OFFICIALS' FEES
(See Rules of the State Regulatory Agency)

(Examples)

Sport	Fee (by contest)	League Meet	No. of Officials	Status of Official
Basketball	1 - $10.00	Same	2	REGISTERED ONLY
Field Hockey			2	
Softball	2 - $18.00		2	
Volleyball	1 - $ 9.00 2 - $15.00 3 - $21.00	Same	2	
Gymnastics Swimming	1 - $10.00 2 - $17.00	$17.00 per level per session	2	
Track & Field	$10.00	$20.00	1	
Fencing	$ 7.00	—	1	

Recommendations:

1. An official should not be contracted to officiate more than two contests per day in basketball, field hockey or softball or more than three contests per day in volleyball.

2. An official who fails to fulfill a contract should be reported to the proper rating board.

3. Should an official be required to stay overnight, expenses for lodging and food should be paid by the host school.

ARTICLE VII - UNIFORMS

(Examples)

The costume worn by a participant in a girls' competitive contest shall be appropriate for that sport.

Section 1. General Comments

a. Neat in appearance

b. Outfitted as much alike as possible

c. Warm-up suits and jackets permitted

d. Shoes appropriate to the activity

Section 2. Specific Sports

Field Hockey Softball Basketball Volleyball	appropriate shoes at discretion of coach uniform, including socks
Track and Field	- uniform
Swimming	- one piece swimsuit and swim cap
Badminton Tennis	uniform or tennis dress
Gymnastics	- leotard, preferably same color

Archery Fencing - long pants, preferably white Bowling Golf		appropriate outfit for the activity

ARTICLE VIII - AWARDS

(Examples)

Section 1. All awards shall be determined in accordance with the current state regulatory agency rules.

Section 2. The league executive board shall provide funds for the purchase of suitable awards for the league championships in league-authorized girls' interscholastic activities: tennis, golf, archery, gymnastics, badminton, swimming, track and field, basketball, volleyball, softball, field hockey, fencing and bowling.

Section 3. No school shall be allowed to purchase or accept from any organization or individual an award for an athletic conference championship won by any team, except the league award.

Section 4. Types of Awards

a. League championship award - trophy with room for additional engraving.

b. Individual awards - medals or plaques

1. Gymnastics - Top three performers in the compulsory all-arounds, the optional all-arounds, and the combined all-arounds. Top three performers in the combined compulsories and optionals in each event. (Uneven parallel bars, balance beam, vaulting and floor exercise.)

2. Swimming - Top three performers in each event
Diving - Top three performers
Relays - Each member on the top three teams

3. Tennis - Top two winners of each flight

4. Badminton - Top two winners in each flight

5. Track and Field - Top three performers in each event

Section 5. There will be no selection of all-star teams.

OPERATING CODES

This section deals with specific guidelines unique to each of the activities and will be enforced as the rules governing the respective activity.

In all cases, careful reference must be made to the constitution and bylaws. The various sections establish those regulations applicable to all activities or as noted.

An infraction of the constitution, bylaws and/or operating codes shall be referred to the protest committee chairman of the league executive board.

The current official NAGWS Rules Guide will be considered in all regulation games/matches played. Interpretations stated in the Guides are to be considered official.

Duties of Sport Activity Chairman

The coaches of each respective sport form a sport activity group from which a chairman is selected. The chairman shall:

1. Conduct a meeting of representatives from each school at the beginning, no later than three weeks before opening of the season and end of the sport season, within three weeks of the end of the season.

2. Collect from each school at the beginning of the season:

   a. School ground rules

   b. Size and number of competitive areas

   c. Map indicating location of locker rooms and fields

3. Distribute collected material to each coach of the specific activity.

4. Receive in writing results of contests within the next school day following the contest.

5. Discuss with coaches changes in operating code guidelines and/or other recommendations at end of season.

6. See that the next school in the rotation assumes the responsibility for activity chairman if the school scheduled for chairmanship drops competition.

7. Keep the chairman of the league executive committee informed during the sport season. A summary of results must be filed with the league chairman no later than one week after the end of a respective sport season.

CONDUCT OF CONTESTS

(Examples)

Section 1. General regulations regarding league contests:

A. All interscholastic contests shall be conducted in accordance with state regulatory agency rules.

B. Mechanical noisemakers are barred from all league contests in all sports. This ruling applies to megaphones used by spectators and musical instruments except those used by the home band. No mobile signs or placards, etc. are to be allowed in the stands or its immediate environs. A school organized card section may be used.

C. At games, the bench should be occupied only by official coaches of the contest being played, squad members, doctors, trainers and managers.

D. All league contests are to be held on the campus of one of the competing schools or on the facilities regularly used by the member school for that particular sport or an agreed-upon neutral site.

E. A school may record any of its own contests in any way it chooses to secure information to be used in future teaching of the school's teams.

F. Game Movies

1. Only competing schools may take pictures at league games. No pictures shall be exchanged between schools for scouting purposes.

2. Game pictures may be used for appropriate community programs.

G. The home school shall furnish towels in dual contests for visiting schools. The visiting school shall be responsible for shortages and reimburse the home school at the rate of $1.00 per towel not returned.

H. Visiting teams must furnish their own padlocks for securing their personal belongings at the host school.

I. Adequate lockers should be available for personal security.

J. Each host school is responsible for and should provide first aid care. Emergency medical procedures must be operative. (See Appendix.)

Section 2. Determination of League Champion

(Examples)

A. Group I (Badminton, Gymnastics, Swimming, Tennis)

1. Twelve points will be awarded to the team finishing first in the league meet; every other team in rank order will receive diminishing points 11-1, except in ties.

2. In case of ties: Add placement points and award equated number of points to each team tied.

3. Champion: League meet points = overall league placement; team with highest total will be league champion.

B. Group II (Basketball, Softball, Volleyball)

1. Elimination Tournament

a. Game 1a: first ranked league team versus third ranked league team

Game 1b: second ranked league team versus fourth ranked league team

b. Game 2: winners of games 1a and 1b play for championships.

2. In case of first and second place ties: There shall be a play-off to determine draw for eliminations tournament.

C. Group III (Archery, Bowling, Fencing, Golf, Track and Field)

1. Twelve points will be awarded to the team finishing first in league dual meets; every other team in rank order will receive diminishing points 11-1, except in ties.

2. Twelve points will be awarded to the team finishing first in league meet; every other team in rank order will receive diminishing points 11-1, except in ties.

3. In case of ties: Add placement points and award equated number of points to each team in tie.

4. Champion: League meet points = overall league placement; team with highest total will be league champion.

D. Group IV (Field Hockey)

See Group II.

Section 3. Scouting

All scouts shall be regularly employed teachers of the school for whom they are scouting. Approach to scouting should follow all accepted ethical practices.

Section 4. After-school Weekday Contests

A. For all after-school weekday contests, the girls' athletic director of the two schools involved in the contest shall establish the starting times, but such contests shall not start until after the closing of the school day of the home school. To facilitate a reasonable starting time, early dismissal may be necessary for the visiting school.

B. It shall be the policy of the league to schedule contests so as not to interfere with the normal school day of any member school.

Section 5. The current NAGWS Sports Guide shall be used as official rules.

Section 6. The eligibility list for a league meet must be received by the sport activity chairman at least five days prior to the league meet. These shall be checked for discrepancies.

ARCHERY GUIDELINES

(Examples)

A. Eligibility

All schools must abide by the rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Provide the Lady Paramount.
2. Designate a mutual starting time for the match.
3. Inform competitors of ground rules.
4. Phone results of the meet within 24 hours, followed by written confirmation the next school day to the sport activity chairman.
5. Provide 48-inch targets and faces.
6. Provide scorecards.

C. Visiting School's Responsibilities

1. Call the host school immediately if the starting time cannot be observed because of an emergency.
2. Bring all school's own equipment.
3. Assist in the meet organization if needed.

D. Conduct of Contest

1. Dual Meet

   a. Five competitors shall constitute a team. Coaches will meet at the beginning of the season and establish the actual number of competitive archers beyond the minimum of five for dual meets.

   b. If a school is unable to supply the predetermined number of archers and still wishes to participate, it will forfeit the number of individual matches in which it does not have competitors.

c. Players shall be ranked according to skill, and competition shall be set up in such a way that a person ranked number one competes with the opposing number one archer, 2 with 2, 3 with 3, and so on.

d. Competitors shall shoot four ends at 40 yards, four ends at 30 yards, then four ends from 20 yards. One practice end shall be taken from the farthest distance only. The total number of points from both distances will determine the individual winner.

e. Competitors will record their own scores with the opposing archer checking the addition of each end.

f. The winner of the meet shall be the school that has the greatest number of individual wins. In cases of a tie between archers, the number of bull's-eyes will be counted. Should a tie still remain, the number of hits will be counted. If the meet ends in a tie between two schools, the total number of bull's-eyes for both distances shall determine the winner. If the tie remains, the total number of hits for the teams will be counted.

g. There will be no coaching during the meet.

h. Spectators will be allowed, provided they refrain from coaching or communicating with the archers during the meet.

i. There will be no talking while on the shooting line. Archers may talk after they have shot and stepped behind the shooting line, if it does not disrupt other archers still shooting.

j. If a team fails to arrive for the scheduled meet within one-half hour of the starting time, the team will forfeit the meet. If an emergency has occurred enroute, the meet will be rescheduled.

2. League Meet

a. The top five archers from each participating school shall compete in the league playoff.

b. The playoff will be scheduled on the Saturday following the archery season.

c. No more than two archers shall shoot at a target at the same time, but four archers may shoot at the same target during the same end.

d. Competitors shall shoot four ends from 40 yards, four ends from 30 yards, and four ends from 20 yards. One practice end shall be taken from the farthest distance only.

e. Total points from both distances for each archer shall determine the final individual standings. If a tie occurs, bull's-eyes will be counted and the archer scoring the most bull's-eyes will be awarded the highest place. If a tie still occurs, the number of hits will be counted.

BADMINTON GUIDELINES

(Examples)

A. Eligibility

All schools must abide by the rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Set and explain all ground rules (ceiling, clearance, obstructions, boundaries, etc.).
2. Call meet results to the sport activity chairman within 24 hours, followed by a written summary the next school day.
3. Furnish the badminton birds, which must be official feather birds.
4. Be sure that court lines are continuous and that they include all official lines.

C. Conduct of Contest

1. Each school will play every other school in its division plus the league meet.
2. There shall be four single and three double matches for varsity level play. (A junior varsity schedule may be played immediately after the varsity and shall include four singles and three doubles.)
3. Play shall be continuous for all games with no more than a five-minute break between the second and third games.
4. A participant may compete in only one match per day in scheduled league play.
5. All fouls and carries must be called by the player committing same and it is up to the individual coaches to enforce this ruling.
6. The school winning the majority of varsity matches shall be declared the winner of the meet.
7. Any infringements of the rules should be reported to the sport activity chairman for appropriate action.

8. League Meet

a. League championship tournament will include the varsity team from each school in the league. Players will be placed into respective flights according to their won-loss record.

b. The league meet should be held on two days with the first two rounds played on Friday afternoon.

BASKETBALL GUIDELINES

(Examples)

A. Eligibility

All schools must abide by the rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Secure officials.
2. Set and explain all ground rules.
3. Provide official leather balls for all games.
4. Provide current official NAGWS Scorebook.
5. Provide one scorekeeper for the officials' book and one official timer.
6. Provide the sport activity chairman with the game results within 24 hours by phone, followed by written confirmation within the next school day in the format of a scoresheet.
7. Have available first aid equipment, access to a phone, and phone numbers for emergency calls and emergency procedures.
8. Provide for adequate crowd control.
9. Check uniform colors with visiting teams and make adjustment if needed with appropriate pinnies.

C. Visiting School's Responsibilities

1. Provide a scorekeeper for the officials' book and one official timer.
2. Furnish own practice balls for pregame warm-up.
3. Supply first aid kit for minor team injuries.

D. Conduct of Contest

1. Dual Meet

   a. All games will be conducted according to current NAGWS rules.

b. Two teams may represent each participating school.

c. Each team will be allowed sufficient time for pregame warm-up.

d. A girl may play at only one level on any single day of competition.

2. League Meet

a. League championship shall be a two-day meet.

b. The championship shall be determined by an elimination contest.

E. Officials

1. State regulatory agency rules regarding officials shall be minimum standards to be observed.

2. A list of acceptable officials will be compiled by participating schools at the end of the season and distributed to each school. An evaluation of each official by each coach for each contest should be given to the local rating board.

BOWLING GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Secure the bowling establishment and the required number of lanes.

2. Provide qualified scorekeepers for all dual meets.

3. Furnish bowling balls and shoes for participants who will need them. A fee may be charged for this.

4. Absorb the cost of the bowling fee for the dual contest. (In most cases, bowling alleys charge 50¢ per line -- approximately $10.00 per contest.)

C. Equipment - Uniforms

1. All bowlers should have or secure from the bowling establishment proper bowling shoes and a bowling ball.

2. Participants should bowl in appropriate clothing.

D. Conduct of the Contest

1. Each school may have two teams - varsity and reserve.

2. A team shall consist of five bowlers.

3. A match will consist of three lines bowled with one point awarded for each game, and one point awarded for the series (total pins). A total of four points per match -- scratch scores only.

4. League Meet

a. Standings and ranking for the league meet will be based on the results of points accumulated in the dual meets.

b. Each five-girl team will bowl three lines.

c. Total pins for the series will be the determinant for the winner of the contest.

d. A team's total pins will determine the winner of the meet.

FENCING GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Call the visiting school to confirm the number of fencers and the time of the match at least three days prior to the contest.

2. Provide one scorer for each strip while the visiting school provides one timer for each strip.

3. May provide refreshments at the meet.

4. Provide the designated number of strips.

C. Equipment - Clothing

1. Each school shall furnish its own equipment.

2. A standard foil must be used with either a rubber or adhesive tape tip. (Rubber is preferable for competition.)

3. Jackets shall be either full or half, but with a groin strap.

4. Gloves shall be required for all competition, with the cuff sufficiently long to overlap the cuff of the jacket.

5. Long pants of light color (preferably white) shall be required.

6. A regulation mask with bib must be used.

D. Conduct of Contest

1. A team will consist of a minimum of four fencers and maximum of eight.

2. Strip Measurements:

   a. Minimum length shall be 35 feet and the maximum length, 42 feet.

b. Minimum width shall be 5 feet and the maximum length, 6 feet.

c. The retreat zone behind each end line shall be a minimum of 4 feet.

3. If there are enough fencers for two or more strips, these strips will be run as preliminaries with the three top fencers from each moving up to the final strip.

4. If there are only enough fencers for one strip that will be the final strip.

5. When two preliminary strips exist, coaches shall rank their fencers 1-8. On strip 1 they would assign fencers 1, 3, 5, 7. On strip 2 they would assign fencers 2, 4, 6, 8.

6. The type of competition shall be round robin.

7. The length of the bout will be three minutes of actual fencing time.

8. No coach or teammate shall coach a fencer who is in competition.

9. The team winner is determined by the total school's win-lose record. If a tie exists, the winner is the team which has received the least number of touches. If a tie still exists, the winner is the school which has scored the greater number of touches "against." If the above is not sufficient to determine a team winner, there will be a "fence-off" between the number 1 fencers.

10. If a tie exists between two individuals for first place, there will be an automatic "fence-off." If a tie exists for any other places, the place standing will be determined by touches received, then touches scored.

E. Officiating

1. If two strips are used, each coach will serve as director. In final pool or if only one pool exists, coaches will determine which one of them will direct. If there is any question, coaches will each direct half the bouts. When sharing directing responsibilities, coaches should attempt to change every four bouts if possible.

2. There shall be four student judges per bout, two from each school. One from each school will be positioned on the director's left and one from each school will be placed on the director's right.

3. On each strip there will be a scorer provided by the host school who will inform the director when one fencer has received four touches. If four touches have not been scored at the conclusion of three minutes, and one fencer has received fewer touches, the scorer should refer to the current NAGWS Guide to record the score correctly.

4. On each strip there will be a timer provided by the visiting school who, when play has ceased, will inform the director that two minutes have elapsed. The director will then warn the fencers that one minute is remaining. When play has ceased and three minutes of fencing time have elapsed, the timer will inform the director that the bout is over.

FIELD HOCKEY GUIDELINES

(Examples)

A. Facilities

The field should meet minimum size for competition.

B. Equipment - Uniforms

1. Regulation goal cages will be used when possible.
2. Regulation USFHA-approved balls are to be used for games.
3. Regulation field hockey shoes are recommended for all players.

C. Conduct of the Contest

1. Length of games:
   a. Varsity games will be a minimum of 25-minute halves.
   b. Reserve games will be 20-minute halves.
   c. Games may be shortened in case of darkness.
2. The host school will have the final decision of "calling" games in case of rain. Games will be played unless field conditions are unplayable.
3. Official USFHA rules will be in effect.

GOLF GUIDELINES

(Examples)

A. Eligibility

All schools must abide by the rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Designate the time and place for the match.
2. Supply directions to the golf course where the match is to be played.
3. Inform the opposing school of possible green fees.
4. Coach will record official wins and losses and send these results to the sport activity chairman within the next school day.

C. Conduct of Contest

1. There will be five participants from each school.
2. Nine holes will be played in dual competition. If both coaches agree, 18 holes may be played on a par three course.
3. Competitors shall be ranked, number 1 competes with number 1 of the opposing school, 2 with 2, etc.
4. Match play will determine the individual dual competition winner. Each school will receive one point for each win in order to determine a team winner.
5. If a team fails to arrive within one-half hour after the scheduled starting time, the meet will be forfeited. If an emergency has occurred enroute to the meet, it will be rescheduled.
6. If a meet is cancelled for any reason other than weather, the opposing school must be notified by noon of the day before the scheduled meet. If this is not done, a forfeit will result.
7. In case of cancellation, the school should arrange to play at the earliest convenient date, preferably within the week.

8. A girl may not be coached during competition.

9. Both coaches shall be available during the competition for possible questions.

10. League Meet

    a. The top four golfers from each school participating in the league meet will engage in an 18-hole play-off no later than the last Saturday following the golf season.

    b. Total strokes for each golfer shall determine the places of the golfers in the final standing. If a tie occurs for the first place, a "sudden death" play-off will occur immediately to determine first and second place. If a tie occurs in other places, the placing will be shared.

    c. The winning school for the league shall be based on total strokes for the four golfers; lowest score wins.

GYMNASTIC GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the eligibility rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Provide the gymnastic equipment and supplies necessary to run the meet.

2. Send a layout of the meet and any alterations of the rules at least three days before the meet.

3. Coach shall phone the results of the meet to the sport activity chairman within 24 hours, followed by a written summary within the next school day.

C. Visiting School's Responsibilities

1. Provide own music; arrangements for recording shall be made at least three days prior to the meet.

2. Submit meet entries at least three days prior to a meet.

D. Conduct of Contest

1. Events: vaulting, uneven parallel bars, balance beam, floor exercise.

2. Equipment and performing area specifications according to NAGWS Guide.

3. Substitutions may be made only in case of injury or illness. These changes must be made 15 minutes prior to beginning of the meet.

4. No girl shall be required to perform first in more than one event.

5. Dual Meet

   a. A maximum of five performers from each school in each level may compete in each event.

b. The raw scores of the top three performers from each school in each level will be computed in each event for team totals.

c. All-around performance scores will not be used to compute team totals.

d. There will be no exhibition performers.

e. NAGWS compulsories for each level will be used.

f. Team lineups shall be listed according to the order of performance: No. 1 -- first performer.

g. Warm-up time will be 15 minutes prior to the scheduled starting time of the event. Both teams will warm up together.

6. League Meet

a. The league meet will be scheduled as a two-day contest.

b. NAGWS compulsory routines in each level will be performed in the four events on the first day of competition.

c. Two events will be run at the same time. It is recommended that the balance beam and floor exercise not be scheduled to take place simultaneously.

d. A maximum of three performers from each school in each level may compete in each event. One of the performers must go all-around, otherwise the maximum is two.

e. The order of performers will be random set by the meet director. No school is to go first more than once, and no performers from the same school shall follow each other.

f. The top 12 performers in each event will compete in optional routines on the second day of competition.

g. The raw scores for each performer in each event during the two-day meet will be computed for team totals.

h. The top six performers in the compulsory all-arounds and all those who score in the top 12 in all four compulsory events will compete in optional routines the second day. Points for team scores will be counted only if the all-around competitor scores in the top 12 of the compulsories.

i. The coaches will meet with the officials prior to the team warm-up.

j. Allowances should be made for proper warm-up time.

E. Officials

1. There shall be two officials for the dual meets. These officials shall be contracted in the following order:

   a. Two rated and registered

   b. One rated and one registered

   c. Two registered

2. There shall be three officials per event for the league meet contracted in the following order:

   a. All rated and registered

   b. Two rated and one registered

   c. One rated and two registered

   d. Three registered

3. Coaches in the league shall not judge competition in meets determining league championships.

4. Scoring will follow the form as outlined in the current NAGWS Gymnastics Guide.

SOFTBALL GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the eligibility rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Provide the softball equipment necessary to run the meet including safety equipment for officials and two official new game balls per team per game.

2. Secure the officials; there should be two registered officials for each game.

3. Provide NAGWS Scorebooks or scoresheets and a current NAGWS Softball Guide.

4. Send the results of the meet to the sport activity chairman within the next school day.

5. Place backstops behind home plate.

6. Provide staked-down bases.

C. Conduct of Contest

1. A girl may play at only one level on any single day of competition.

2. Varsity games shall be played to completion (seven innings) unless one team is ahead by 15 runs at the end of five innings.

3. Reserve games are to be played for 1 1/2 hours or five innings, whichever occurs first.

4. Each team is to provide one official scorekeeper.

5. Safety equipment must be used and is the responsibility of each team for its players.

6. Bats, mitts and gloves must be regulation and provided by each school.

7. No metal cleats of any type are to be used.

SWIMMING AND DIVING GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the eligibility rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Provide equipment necessary for the operation of the meet including watches, scoring record cards, etc.

2. Provide towels for participating swimmers.

3. Coach shall phone the results of the meet to the sport activity chairman within 24 hours, followed by a written confirmation of meet results within the next school day.

C. Conduct of Contest

1. Only one team from each school may enter the meet.

2. The current NAGWS Aquatics Guide will be used as the official rule book with the following exceptions:

   a. Number of events a participant may enter: Each girl may enter a maximum of four events; if she enters four, one or more must be a relay event.

   b. Substitutions: No substitutions will be allowed once the meet has started, other than those necessary to replace swimmers who cannot compete because of illness or injury. Under these circumstances, substitutions may be made in any swimming or diving event. The removed swimmer may not participate in any further events at the meet.

   c. Diving: A minimum pool depth of 8 1/2 feet will be required.

   d. Entries per event

      (1) Swimming events: To be determined as specified in the NAGWS Guide

(2) Diving: Each school may enter three girls, however only two divers' scores will be tallied.

3. Order of Events (See NAGWS Aquatics Guide.)

4. Coaches will wear appropriate attire on the pool deck.

5. League Meet

a. Refer to Article V - Championships and Operating Code

b. The activity chairman shall keep a folder containing procedures and materials for conducting a league meet and shall send a copy of all materials to the swimming representative immediately after the end of the season.

c. A specific deadline for entries for seeding shall be designated by the activity chairman.

d. Timed finals will be used in the meet.

e. Each school is allowed to enter two swimmers in each swim event and two divers in the diving event.

f. Swimming entries are to be accompanied by the swimmer's fastest time during the swim season (practice or meet) for each event she is entering.

g. The schedule of events will be identical to those of the dual meets.

h. All diving entries are to be accompanied by the diver's two optional dives listed by number.

i. Scoring for the meet will be as listed in the NAGWS Aquatics Guide for six-lane championship meets.

6. Following each dual meet, it will be the responsibility of the host school to send a list of events and times to all schools in the league within the next school day of the event.

D. Officials

1. Dual Meet: It is desirable to have two registered "head" officials (referee and chief judge) to conduct all meets. However, one may be used.

2. Each school will provide one official scorekeeper.

3. All other officials will be provided by the home school.

TENNIS GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the eligibility rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Make the final decision as to number of matches in addition to the seven varsity matches.

2. Make the final decision regarding the type of match to be played in the reserve matches, i.e., one pro-set or a regular two out of three set match.

3. Coach shall inform the sport activity chairman of the meet results on a written scoresheet within the next school day.

4. Furnish tennis balls for the meet.

C. Conduct of Contest

1. The number of varsity matches at each meet shall be four singles and three doubles. All other matches shall be junior varsity. A point shall be scored for the team winning the meet.

2. In case of postponement, the match will be played the next day or early the following week. Matches must be resumed at the point where they were discontinued, with the same participants, or the match will be forfeited.

3. The following modifications of scoring matches are acceptable and shall be used in varsity play:

   a. When the score is 6 - 6 in a set, a 9-point tie-breaker rule shall be used. Rule is as follows:

      5 out of 9 points

      Singles: If it is Player A's turn to serve the 13th game (at 6-all), she shall serve points 1 and 2, right court and left court; Player B then serves points 3 and 4 (R and L). Players then change sides,

and A serves points 5 and 6; B serves points 7 and 8. If the score reaches 4 point-all, Player A serves point 9 right or left court at the election of the receiver.

The set shall be recorded at 7 - 6.

Player B shall serve first in the set following the playing of the tie break (thus assuring that she will be the first server if this set also goes into a tie break). The players shall "stay for one" after a tie break.

Doubles: In doubles the same format as in singles applies, provided that each player serves from the same end of the court in the tie-break game that she has served from during that particular set. The same player on Team A will serve points 1 and 2, her partner 5 and 6. On Team B, the same player serves points 3 and 4 and her partner 7, 8 and 9.

b. Reserves can be regulation or 8-game pro-set. This shall be determined by the host school after discussion by the two coaches. In an 8-game pro-set 7 - 7, the participants will play the 9-point tie breaker.

4. The completion time of the meet shall be up to the host school.

5. League Meet

a. The league meet shall be a two-day contest with the preliminary round played on Friday.

b. Three singles and two doubles teams from each school will play in respective flights for the league championship. Players will receive one point toward their team score for each match won. Seeded players will receive a point for a bye provided same player plays in second round.

TRACK AND FIELD GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the eligibility rules as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Coach will contact the visiting coach to check the number of entries, needed equipment, order of events, etc.
   a. Three or four in running events
   b. Four in all field events
   c. Exhibition events, if any
2. Coach from the host school will send meet results to all coaches within the next school day following the meet.

C. Equipment - Uniforms

1. Competitors shall supply their own shot put (8 lb. outdoor shot), baton and discus.
2. Host school will provide all additional equipment including watches.
3. All participants should arrive dressed to participate.
4. Each individual coach shall decide what type of shoe is to be worn.

D. Conduct of Contest

1. Only one team from each school may be entered.
2. There shall be a maximum of four participants from each school entered in each event.
3. The current NAGWS Track and Field Guide shall be followed; exceptions will be listed in the guidelines.

4. Only coaches, participants and officials involved in an event in progress may be on the track or field area. All others shall remain on the bleachers.

5. Cancellation of a meet by the host school, due to inclement weather, must be made by 1:00 p.m.

6. Order of events should be the same as those for the state meet:

Track Events		Field Events
80-yd. hurdles	880-yd. pursuit	Discus
50-yd. dash	220-yd. dash	Long jump
880-yd. dash	Mile run	Shot put
100-yd. dash	440-yd. pursuit	High jump (minimum 3 1/2 ft.)
440-yd. dash	Mile relay	

E. Officials

1. Women officials will be obtained by the host school; there shall be a head judge and a head official.

2. Track Events

   a. There shall be a minimum of two timers for first place (one will act as chief timekeeper).

   b. There shall be a minimum of two finish judges for first place (one will act as chief finish judge).

   c. There shall be one timer and one finish judge for all other places.

3. Field Events

   a. There shall be a minimum of two finish judges for all field events.

F. Championships

1. League championship will be determined at a league meet. The top two participants from each school shall be entered in each event; there will be one relay team from each school entered in each relay event.

VOLLEYBALL GUIDELINES

(Examples)

A. Eligibility

All participating schools must abide by the eligibility roles as stated by the state regulatory agency and the league constitution and bylaws.

B. Host School's Responsibilities

1. Supply white leather game balls, lightweight, in good condition and inflated with the correct poundage.

2. Furnish official scorebooks or scoresheets, pencils, a timing device, and one scorer and timer per team, per match.

3. Provide courts that are as official in size and line markings as possible. Any deviations should be reported prior to the sport season.

4. Provide a visible scoreboard in accordance with NAGWS rules.

5. Have a current NAGWS Volleyball Guide available.

6. Have coach send a written summary to the sport activity chairman within the next school day following the contest.

7. Supply a structure from which officials can view the game clearly.

C. Visiting School's Responsibilities

1. Provide own "marked" practice balls.

2. Furnish own minor first aid supplies.

3. Supply one scorer and timer per team per match.

D. Conduct of Contests

1. League Meet

   a. Contests involving both varsity and reserve teams from both schools may be played either simultaneously or separately, the choice being made by the host school.

b. A girl's name appearing on the official scorebook as a substitute constitutes her as a member of that level team. She may not change levels for the remainder of the day.

2. The league meet will be a one-day contest.

3. Teams should be outfitted as alike as possible. Numbers on the front and back of the blouses must be worn for all contests.

APPENDIX

EMERGENCY INFORMATION AND PROCEDURES

(Examples)

Names of Physicians, Ambulance, Hospitals

1. The name, address and phone number of each girl's personal physician should appear on her roster form. If none is given, a team physician should be called.

2. The team physicians are:

   a. Dr. Hawthorne B. Aristotle
   800 Johnson Street
   Phone: 465-1973

   b. Dr. Helen P. Reddy
   900 Wayside Blvd.
   Phone: 117-1931

3. Ambulance: The Swift Ambulance Service
   3112 Express Avenue
   Phone: 113-1974

4. Hospitals

   a. Player's choice as noted on roster form, or if no preference, the nearest hospital

   b. Injuries at Turner High School: Sent to St. Elizabeth's Hospital 4880 Rico Drive, Phone: 754-8790 or Wayland Community Hospital, 3598 City Drive, Phone: 666-9876

Informing Parents of Injury

When necessary, the athletic director, department chairman or coach shall assume the responsibility for notifying parents of an injury to their daughter. The information necessary to reach the parents both at home and at work should appear on the girl's roster form.

Emergency Procedures for Your School

If a player is injured at your school, the following procedures should be taken:

1. Administer emergency first aid as necessary.

2. If the injury is serious, the Swift Ambulance Service should be called and the girl taken to the hospital of her preference or to St. Elizabeth's. Immediately following the call to the ambulance service, the girl's personal physician should be contacted and given the necessary information. If the family physician cannot be contacted, one of the team physicians should be called.

3. In line with established school policy, report the injury on the appropriate forms.

4. Injuries to visiting players shall be handled in the same manner as the host school's students, assuming this is agreeable with the visiting coach. If the visiting team is from the same general area of the city, the visiting coach may wish to employ his/her own emergency procedures.

Emergency Procedures for Away Games

1. Each coach should have in his/her possession during away games a copy of the roster for the team. This will provide the coach with pertinent information in the event certain telephone calls are necessary relative to personal physician, hospital preference, and how to locate parents or adult(s) responsible for the student.

2. Upon arrival at a game site which is out of the geographic area for the coach's own emergency procedures, he/she should confer with the host coach regarding the host school's medical procedures in the event of an accident and follow these procedures.

3. If an accident occurs in which emergency procedures are necessary, as soon as possible the girls' athletic director should be notified by telephone of the situation. At this time further action will be decided.

4. If the host school has no accident procedures, the visiting coach should use his/her own good judgment.

5. Upon return to Turner High School, the necessary accident report forms must be completed.

6. If a coach becomes incapacitated for any reason, another adult accompanying the team shall assume responsibility for the team members. The adult should notify the girls' athletic director who shall then make the necessary plans.

   If an adult is unavailable or if both the coach and other adults are incapacitated, the team captain shall be responsible and shall call the girls' athletic director immediately.

7. If the girls' athletic director cannot be contacted in any of the above situations, the chairman of the girls' physical education department should be contacted; if no luck, the school principal should be called.

Insurance

All interscholastic players should be insured for injury or accident. To have the insurance plan work efficiently, the coach must report all injuries immediately. The two forms listed below must be completed and submitted:

1. The Department Accident Report -- This is to be completed the day of the accident. One copy is submitted to the department chairman, one copy to the athletic director and one copy is retained.

2. Insurance Form -- Submit three copies to the athletic director.

The girls' athletic director must work very closely with the physicians and hospitals used in the emergency situation. Naturally the physician must be on the hospitals' list of physicians permitted to practice in their hospital. To avoid mishaps at a time when everything must work very smoothly it is recommended that the girls' athletic director/coaches and the physicians meet with the appropriate hospital officials so that every detail will be understood clearly.

It would be very desirable for the girls' athletic director to double-check with the hospital listed by a student to verify that the student's choice of physician is permitted to practice in that hospital. Furthermore, if emergency procedures can be explained to the personnel of the various hospitals it will save a great amount of time later.

It is further recommended that the girls' athletic director have the ambulance service come to the campus and be available within the location of the buildings and field locations. A map would be very helpful to the ambulance service. With a map, plus a personal visit to the site and a discussion of emergency procedures, the service provided by the ambulance company can be that much more swift.

TURNER HIGH SCHOOL

GIRLS' INTERSCHOLASTIC PROGRAM

CONSENT FOR TREATMENT

(Example)

Date_____

Consent is hereby given Hawthorne B. Aristotle, M. D., Helen P. Reddy, M. D. or their specifically designated representatives to administer to

_____

(Student's Name)

such treatment consistent with sound medical practice as it is deemed necessary for the diagnosis and treatment of injury sustained while participating in the Girls Interscholastic Program at Turner High School, including antibiotics or other medications, diagnostic X-rays, laboratory examinations, and surgical procedures except as specified.

Exceptions:_____

_____

_____

(Signed) _____
(Student)

(Signed) _____
(Parent or Guardian of Minor)

TURNER HIGH SCHOOL

GIRLS' INTERSCHOLASTIC PROGRAM

ROSTER FORM

(Example)

Sport _____

Student's Name _____ Date _____

Home Address: Street _____

City _____ Zip _____

Year in School _____

Do you live with a Parent or Parents? Yes _____ No _____

If yes, answer the following:

Name of Male Parent _____

Name of where he works _____

Address of employment _____ Phone Number _____ (at work)

Days and hours of employment _____

Name of Female Parent _____

If your mother is employed, please complete the following:

Name of where she works _____

Address of employment _____ Phone Number _____ (at work)

Days and hours of employment _____

If you live with someone other than a parent, complete the following:

Name of person(s) with whom you live _____

Is this person legally responsible for you? Yes_____ No _____

Name of where this person works if employed _____

Address of place of employment _____ Phone Number _____ (at work)

Days and hours of employment _____

Name of Personal Physician _____

Address _____ Phone Number _____

Hospital Preference _____ Is your physician (listed above) permitted to practice in this hospital? Yes _____ No _____

Please indicate any insurance coverage your family may have which would cover you in addition to that provided by the school in case of injury:

Name _____ Type_____ Policy #_____

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REGULATIONS FOR AWARDING FINANCIAL AID TO STUDENT ATHLETES. An excerpt from the handbook on policies and operating procedures of the Association for Intercollegiate Athletics for Women. 1974. 12 pp.

WOMEN'S ATHLETICS: COPING WITH CONTROVERSY. This NAGWS publication examines the many concerns raised as more and more women take part in athletics, including women's rights, coed facilities, equality in hiring of women professionals and equality in sports programs. Contributors include knowledgeable athletes, coaches, administrators, researchers and professors. 1974. 108 pp.

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